



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR AUDITOR
Posting Number	PN# 102840
Department	Health & Human Services Department
Division	Support Services
Section	Quality Assurance & Compliance/Internal Audit
Reporting Location	8000 N. Stadium Drive
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Oversees and coordinates in-house audits and performs advanced level professional auditing and accounting work.

CORE FUNCTIONS

- Reviews the auditing and accounting work of Auditors Associates to ensure conformance with appropriate City, State and Federal auditing standards.
- Compiles and prepares work papers containing relevant evidentiary material used to support all findings, conclusions and recommendations. Prepares written reports of findings and results. Presents reports to appropriate management staff.
- Develops plans and coordinates implementation of specialized or non-standard audits. Selects audit methods, level and aspects of analysis and investigative procedures.
- Conducts special investigative audits regarding alleged illegal or improper activities, e.g., attempted bribery, employee drug usage/theft etc. Submits reports, findings and recommendations to supervisor.
- Performs various special projects as requested.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Accounting, Business Administration, or a closely related field such as Finance, with a minimum of 18 hours in accounting.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of professional experience in accounting/auditing are required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

- Knowledge and experience using spreadsheet(s) and word processing.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No

This position is not subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION **GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 21
\$1,211 - \$1,660 Biweekly \$31,486 - \$43,160 Annually

OPENING DATE February 9, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Devise for the Deaf) Phone Number (713) 837-9496.

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